



Kentucky Department of Education (KDE - OAA)

## Student Data Review and Rosters



# SDRR Roster User Manual for The ACT® Spring 2016

Kentucky Department of Education

Office of Assessment and Accountability

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## Important Notes/New Features

### New Features:

- There are some new accountability rules in place for 2015-16. Assistance with determining accountability can be found at <https://goo.gl/4T8EqR> (also linked from the accountability change form in the application), and enrollment information is available in CIITS. Flowcharts may also be found at the end of this manual.
- Note that accountability for The ACT is based on 100 days enrollment as of the first day of the 2016 5-day spring summative test window, not the ACT test date.
- Kentucky School for the Blind, Kentucky School for the Deaf, Craft Academy, Gatton Academy, and iLead Academy students will track back to the A1 school that they would have attended if not in these facilities.
- Can now see the current number of users in the application on the home page.
- Non-participation requests which have been previously approved (but need to be withdrawn because the student was able to test) are now instantly approved.
- Additional filters (lunch status, non-participation, IEP, and EL/LEP) are available this spring.
- When filters have been applied on the student listing, users will see an updated count of the number of students in that subset, as well as a green, onscreen indicator that filters have been applied.
- Filters can be cleared in one click on the Filter menu.
- There is now a search function available which is used to locate students who have been deleted from the roster. Users can search by SSID, first name, or last name, in order to return the student(s) to the roster, by clicking on Recover Deleted Students on the student listing.
- OAA will pre-code accountability for students who have already had 100 days enrolled in an A1 school. Schools and districts will still need to check all students to ensure their accountability is correct.

### Notes:

- Change requests can now be edited – for example, if state accountability was requested but the student should be accountable to a school, the request can be changed, before it has been approved or denied by OAA staff.
- The process to add a student has been streamlined, allowing users to request non-participation and accountability changes during the process of adding a student.
- On the Home page, there is information which is easily visible that indicates and links to the number and status of student changes, as well as a link to view and save information regarding the students transferred in and out of accountability.
- On the Home page, there is also a list of tasks to accomplish during the roster period, so that users can check them off as they are completed.
- On the Home page, DACs can edit the spring 2016 testing window. School level users may see the dates of testing, but are not able to edit them.
- The student listing, transfer listing, and change listing may be downloaded after the roster period ends by clicking on the Download link on the home page.
- Save exports in PDF or Excel format (can also use filters before exporting).
- A site for practice and training can be found at <https://oaa-adc.education.ky.gov/Sandbox/> and uses the same log in credentials.

On the Student Listing:

- Ability to easily navigate to an open change request for a student (to update, edit or cancel it), and return to the student listing.
- Some data is not being collected for assessments. This includes: migrant status, ESS, gifted and talented, vocational, disability type, specific accommodations used during testing, and 504 status/accommodations.
- Most information during rosters is changed in Infinite Campus rather than SDRR – including Name, Grade, SSID, Date of Birth, Gender, Race/Ethnicity, IEP, EL/LEP, and Lunch status. If information that has been updated in IC is not reflected in SDRR the following day, please e-mail the Enterprise Data–KSIS team at [kdedatarequest@education.ky.gov](mailto:kdedatarequest@education.ky.gov) providing detailed information, and they will assist you.
- The only fields which may be changed in SDRR during rosters are: Annotation, Accountability, Non-participation, and Accommodations. Users may also add and delete students from the roster.
- Testing school cannot be changed during rosters. If the student is no longer enrolled as of the first day of the testing window, the student record should be annotated and deleted. If the student is enrolled elsewhere, the testing school may add them.
- It is crucial that students who are no longer enrolled or not in the testing grade are annotated and deleted during the roster period, as there is no way to delete students later, during data review.
- Add students by entering their SSID. Demographic information is automatically pulled from IC, and accountability changes and non-participation may be requested at the same time. If the SSID is not found, there may be an issue with syncing between district edition of IC and state edition of IC, and the Enterprise Data-KSIS team can assist. Please e-mail that group at [kdedatarequest@education.ky.gov](mailto:kdedatarequest@education.ky.gov).
- The testing school can mark students as Non-participating by double clicking on that student's row under the Non Part column and selecting the appropriate reason, providing details if needed. Remove an approved Non-participation by double clicking on it and selecting [Remove Non-participation] in the dropdown list. There are different non-participation types available for different assessments.
- Ability to choose multiple filters: users can make multiple filter selections, and then click the button to apply them.

We hope these changes are useful, and encourage users to provide feedback or suggestions about SDRR, the Help button, and the online accountability tool for future improvement to [kdeassessment@education.ky.gov](mailto:kdeassessment@education.ky.gov).

## Online Help

On the top right of each page within SDRR, users will see a large red Help button:



Click on this button to open an online help tool in a new browser tab or window. Click on the radial button for the issue you have a question about, click on Continue at the bottom, and there will be links, information, and resources to assist you.

### SDRR Help

Click on one of the Help topics below, then click on the Continue button at the bottom of the page.

Manuals and screencasts can be found here: <http://goo.gl/RwWyny>

#### I need help with:

- Ⓐ Determining accountability for a student
- Ⓐ A question about The ACT
- Ⓐ A question about End of Course exams, or about accountability/non-participation for EOC exams
- Ⓐ A field says LOCKED and I need to edit or update it
- Ⓐ A question about College and Career Readiness (CCR)
- Ⓐ I'm not sure how to edit/update a change request in SDRR
- Ⓐ Requesting non-participation for medical or other reasons, for a student who didn't take an assessment
- Ⓐ Logging in to SDRR or a forgotten password
- Ⓐ I want to practice using SDRR without changing actual student information
- Ⓐ Adding a student
- Ⓐ Cohort graduation data review
- Ⓐ Incorrect demographics/IEP/Lunch/EL-LEP/Accommodations showing in SDRR for a student
- Ⓐ ACCESS or Alternate ACCESS
- Ⓐ Dropout data review
- Ⓐ I need to change the testing school for a student during data review
- Ⓐ A general question about assessment, test materials, etc.
- Ⓐ A change request was Denied or More Information was requested
- Ⓐ I need to cancel a change request I made in SDRR
- Ⓐ Our spring summative testing window date showing in SDRR is incorrect or has changed
- Ⓐ General help with using SDRR
- Ⓐ 504 Plans/accommodations
- Ⓐ I have a suggestion for improving SDRR, the SDRR manuals, or this Help tool
- Ⓐ Something is not functioning correctly in SDRR
- Ⓐ Something else

Continue »

## Welcome Screen

To log in, open your web browser, and navigate to <https://oaa-adc.education.ky.gov/>. You will see this page.



Welcome!

SDRR is designed to assist district personnel in reviewing the accuracy of student assessment information in a timely fashion so that accurate results may be shared with the public as quickly as possible.

This application will enable district personnel to locate errors in student data, submit change requests, and track the progress of each request online. Users are no longer required to upload data review requests via a web portal.

SDRR will be used to conduct web-based data reviews for all state required assessments, including the Kentucky Performance Rating for Educational Progress (K-PREP), ACCESS for ELLs, The ACT, and other tests.

Please use your user name and password.

**DAC** - Please use [KDE Web user ID and password](#) to login or contact your local WAAPOC to gain access.

**OAA Staff and Admin** - Please contact Application Admin/developer to gain access.

**School Staff and Related Users** - Please contact your local WAAPOC to gain access.



Toll Free : 1-866-538-7435

Local : 1-502-564-2002



E-mail : [ketshelpdesk@education.ky.gov](mailto:ketshelpdesk@education.ky.gov)

### Registered Users

User Name:

Password:

If you do not have a KDE web user name, [click here](#) to register.

Before your third try, [click here](#) if you have forgotten your user name and/or password.

If you think your account has been disabled, or for technical support and content issues, please use our [KDE User Help System](#).

### Security Disclaimer!

While we take every precaution to protect all information and data you share with us, there are ways you can protect yourself. Always keep your password to yourself and never allow anyone to log in under your user name and password. If you must leave your computer, be sure to save your work and log out of the system.



Please note that SDRR now works in Internet Explorer, Firefox, Safari and Chrome. The application works on PC or Mac. There is no need to change the screen resolution.

District Assessment Coordinators (DACs) will log in with the same user name (which must be in ALL CAPS) and password used to access the secure web applications site provided by the Office of Knowledge, Information, and Data Services (KIDS). All DACs have already been provided access, and the District WAAPOC can give school and district level users access by granting them the appropriate permissions for their school(s) upon request of the DAC. **The Office of Assessment and Accountability (OAA) does not manage user names or passwords; those are handled on a local level by the District WAAPOC.** There is a link below the log in box to request a hint if you have forgotten your user name and/or password (see screenshot on previous page).

## Log In

Enter your user name and password where indicated, in the blue box on the right side of the log in page. If you are a DAC, district-level user, or a BAC with access to multiple schools, you will see a pop-up box (as shown below) appear asking you to select the data you wish to view. This can be changed later without logging out (also as shown below). DACs are encouraged to select the District, as this will give access to all schools' data. BACs with access to multiple buildings should select the first school they wish to review.

<p>Data from <b>multiple</b> schools are available to you. However, you may only access one entity at a time. Please select a school or district that is available to you from the list below, and the selected data will load automatically.</p> <div><p><input checked="" type="radio"/> Adair County - Data Editor <input type="radio"/> Adair County High School - Data Editor <input type="radio"/> Atherton High School - Data Editor <input type="radio"/> Jefferson County - Data Editor</p><p><input type="button" value="Go"/> <input type="button" value="Cancel"/></p></div>	<div><p>Your Location: <b>Adair County</b></p><p><input type="button" value="Change Access Location"/></p></div>
--	--



# Home Page

After log in, the Home Page will appear:



Users Online: 14

<b>Data Review</b> Status: <b>CLOSED</b>  Student Listing Change Listing Transfers Listing Download  New: 0 Pending: 0	<b>CCR Scores</b> Status: <b>CLOSED</b>  Student Listing Change Listing Download  New: 0 Pending: 0	<b>Cohort</b> Status: <b>OPEN</b>  Student Listing Change Listing Download  New: 0 Pending: 0	<b>Rosters</b> Status: <b>OPEN</b>  Student Listing Change Listing Transfers Listing Download  New: 0 Pending: 0	<b>Access</b> Status: <b>OPEN</b>  Student Listing Change Listing Download  New: 7 Pending: 0	<b>Access Data Review</b> Status: <b>CLOSED</b>  Student Listing Change Listing Download  New: 0 Pending: 0
<b>Dropout</b> Status: <b>CLOSED</b>  Student Listing Change Listing Download  New: 0 Pending: 0	<b>EOC Courses</b> Status: <b>CLOSED</b>  Select EOC Courses EOC Course Reports Missing EOC Courses	<b>District Test Windows</b> Status: <b>CLOSED</b>  <b>Elementary</b> MM/dd/yyyy <b>Middle School</b> MM/dd/yyyy <b>High School</b> MM/dd/yyyy			

Welcome, Jill!

**Latest announcement - 1/8/2016 8:56:00 AM by KDE Staff**

Manuals, training materials, and brief screencasts/training videos may be found [here](#). Assistance is also available by clicking on the large red **HELP** button at the top right of every page in SDRR.

There is no need to request non-participation for 12th grade alternate assessment students, because as long as they are properly identified in IC and are not currently enrolled in an EOC course, we will not load them in the spring.

There is no need to address accountability at this time for EOC. You **only** need to add students if you are requesting non-participation for EOC exams.

You can practice using SDRR on the [Sandbox](#) site, using the same credentials used to log in to SDRR. You will see your real students, but any

The large buttons indicate which sections of SDRR are open by their color – green is open, red is closed, and yellow is finalizing. Users can click on the button to navigate to the appropriate section, or directly on the links within each button.

The opening and closing dates and times are displayed in each section. Users should review the Latest Announcements periodically.

DACs can add/edit the spring testing window dates on the home page. School level users can view that information, but cannot change it.

On the left in the Roster section, there is a list of tasks that should be completed during the roster window. As the tasks are completed users can check them off on the list, and any incomplete tasks will be shown in bold for a quick visual check of remaining work to do during rosters.








SDRR Tasks
<input type="checkbox"/> Review accountability for students (by test type, by grade level, or by school/district) and make corrections as needed.
<input checked="" type="checkbox"/> Mark students who were enrolled during the window or eligible to test, but did not take the assessment(s), as non-participating. Keep original copies of documentation at the district for audit purposes.
<input type="checkbox"/> Double check to be sure that information in the non-participation request matches Infinite Campus (such as medical, extraordinary). Update both SDRR and IC as needed.
<input checked="" type="checkbox"/> Add any students who are enrolled in the testing grade(s) but are not on the roster. SSID is required to add a student.
<input checked="" type="checkbox"/> Annotate and Delete any students who withdrew prior to the testing window (only the testing school can delete).
<input type="checkbox"/> Review demographic information for students, and make corrections in Infinite Campus as needed - changes made will be applied to all tests for a particular student (this includes Name, Grade, SSID, Date of Birth, Gender, Race/Ethnicity, IEP, EL/LEP, and Lunch status).
<input checked="" type="checkbox"/> Mark students as Yes if they were provided accommodations during assessment. There is no need to indicate the specific accommodations received. Students must have a Yes for IEP or EL/LEP in order for accommodations to be marked.
<input type="checkbox"/> Be sure to review all available assessments – depending on the time of year, these may include K-PREP, Alternate K-PREP, The ACT, College/Career Readiness, End-of-Course exams, ACCESS, and Alternate ACCESS.
<input type="checkbox"/> Review Rosters Change Listing in SDRR, noting any Denied or Updated change for possible further action.
<input type="checkbox"/> Update any student changes that are marked as Updated by OAA staff, to provide the information requested.
<input type="checkbox"/> Before the end of the Roster window, export copies of the Rosters Student Listing and Rosters Change Listing, storing them securely in the district.

There are links to go directly to the Student Listing for a particular test or all tests, as well as the Transfers Listing, Change Listing, & Download page.

Quick Links	Test Types
<a href="#">Rosters Student Listing</a> * <a href="#">All Tests</a> * <a href="#">ACT</a> * <a href="#">AEOC</a> * <a href="#">BEOC</a> * <a href="#">EEOC</a> * <a href="#">UEOC</a>  <a href="#">Rosters Transfers Listing</a>  <a href="#">Rosters Change Listing</a>  <a href="#">Download - Rosters</a>	All Tests – includes all assessments ACT Algebra II EOC Biology EOC English II EOC US History EOC  (EOC rosters are open for non-participation requests only, at this time)

Note that EOC rosters are also open at this time, for non-participation requests ONLY. There is no need to add students who are taking the EOCs.

There are counts for the different student change statuses. These are clickable links; users can click on the number for Updated or Denied, for example, and go directly to that subset of changes. Users can also click on the link for the Rosters Change Listing to see all changes for the school or district, and use the filter on that page to navigate to subsets of changes.

Changes
 Total : <a href="#">588</a>
 New : <a href="#">8</a>
 Updated - Need Info : <a href="#">7</a>
 Denied : <a href="#">16</a>
 Closed : <a href="#">2</a>
 Approved : <a href="#">554</a>
 Pending OAA Approval : <a href="#">1</a>
<input type="text" value="[All Tests]"/>

- Total: All changes requested for school or district
- New: Changes which have not yet been processed by OAA
- Updated – Need Info: Changes which have been updated by OAA, and additional information is needed from the school/district
- Denied: Changes which were not approved by OAA (additional changes may be requested for the same student, but the denied changes will remain in the record)
- Closed: Change request was cancelled by school or district
- Approved: Changes which have been processed by OAA or were automatically approved (such as Accommodations)
- Pending OAA Approval: Changes which have been updated by school/district and are waiting for OAA action

## Student Listing

Click on All Tests on the home page, or select a specific test type to see only that subset. The student listing will appear:

<div> <a href="#">Save Excel</a> <a href="#">Save PDF</a> <a href="#">Filters</a> <a href="#">Filter Applied!</a> </div>															
Total Students: 20															
Delete Student	Annotation	Test	Full Name	Grade	SSID	DOB	Gender	Race/Eth	Accountable School	Testing School	Non Part	Lunch	IEP	EL/LEP	Accommodation
<input type="checkbox"/>	Yes	ACT	ADAMS, JACOB	11	ADAMS, JACOB	11/11/2000	M	Hispanic No Race: B	Adair County High School	Adair County High School	-	Reduced	No	No	-
<input type="checkbox"/>	Yes	ACT	ADAMS, JACOB	11	ADAMS, JACOB	11/11/2000	M	Hispanic No Race: W	Adair County High School	Adair County High School	-	No	No	No	-
<input type="checkbox"/>	Yes	ACT	ADAMS, JACOB	11	ADAMS, JACOB	11/11/2000	M	Hispanic No Race: W	State	Adair County High School	-	Free	No	No	-
<input type="checkbox"/>	Yes	ACT	ADAMS, JACOB	11	ADAMS, JACOB	11/11/2000	F	Hispanic No Race: W	Adair County High School	Adair County High School	-	No	No	No	-
<input type="checkbox"/>	Yes	ACT	ADAMS, JACOB	11	ADAMS, JACOB	11/11/2000	F	Hispanic No Race: W	N/A	Adair County High School	FES	Free	No	No	-
<input type="checkbox"/>	Yes	ACT	ADAMS, JACOB	11	ADAMS, JACOB	11/11/2000	F	Hispanic No Race: W	State	Adair County High School	-	Free	No	No	-
<input type="checkbox"/>	Yes	ACT	ADAMS, JACOB	11	ADAMS, JACOB	11/11/2000	F	Hispanic No Race: B	N/A	Adair County High School	EL	Reduced	No	No	-
<input type="checkbox"/>	Yes	ACT	ADAMS, JACOB	11	ADAMS, JACOB	11/11/2000	F	Hispanic Yes Race: W	Adair County High School	Adair County High School	-	Free	No	No	-
<input type="checkbox"/>	Yes	ACT	ADAMS, JACOB	11	ADAMS, JACOB	11/11/2000	M	Hispanic Yes Race: W	LOCKED	Adair County High School	-	Free	No	No	-
<input type="checkbox"/>	Yes	ACT	ADAMS, JACOB	11	ADAMS, JACOB	11/11/2000	M	Hispanic Yes Race: W	State	Adair County High School	-	Free	No	No	-
<input type="checkbox"/>	Yes	ACT	ADAMS, JACOB	11	ADAMS, JACOB	11/11/2000	F	Hispanic No Race: W	N/A	Adair County High School	EC	No	No	No	-
<input type="checkbox"/>	Yes	ACT	ADAMS, JACOB	11	ADAMS, JACOB	11/11/2000	F	Hispanic No Race: W	Adair County High School	Adair County High School	-	No	No	No	-
<input type="checkbox"/>	Yes	ACT	ADAMS, JACOB	11	ADAMS, JACOB	11/11/2000	M	Hispanic No Race: B	Anderson County High School	Adair County High School	-	Free	No	No	-
<input type="checkbox"/>	Yes	ACT	ADAMS, JACOB	11	ADAMS, JACOB	11/11/2000	F	Hispanic No Race: B	Adair County High School	Adair County High School	-	Free	No	No	-
<input type="checkbox"/>	Yes	ACT	ADAMS, JACOB	11	ADAMS, JACOB	11/11/2000	F	Hispanic No Race: W	State	Adair Youth Development Center	-	Free	No	No	-
<input type="checkbox"/>	Yes	ACT	ADAMS, JACOB	11	ADAMS, JACOB	11/11/2000	F	Hispanic No Race: W	Adair County High School	Adair County High School	LOCKED	Free	Yes	No	No
<input type="checkbox"/>	Yes	ACT	ADAMS, JACOB	11	ADAMS, JACOB	11/11/2000	M	Hispanic No Race: W	State	Adair County High School	-	Free	Yes	No	No
<input type="checkbox"/>	Yes	ACT	ADAMS, JACOB	11	ADAMS, JACOB	11/11/2000	M	Hispanic No Race: W	Adair County High School	Adair County High School	-	Reduced	No	No	-
<input type="checkbox"/>	Yes	ACT	ADAMS, JACOB	11	ADAMS, JACOB	11/11/2000	F	Hispanic No Race: B	Adair County High School	Adair County High School	-	Free	No	No	-
<input type="checkbox"/>	Yes	ACT	ADAMS, JACOB	11	ADAMS, JACOB	11/11/2000	M	Hispanic No Race: W	Adair County High School	Adair County High School	-	Free	No	No	-
1 2															
<div> <a href="#">Add a Student</a> <a href="#">Delete Selected Students</a> <a href="#">Recover Deleted Students</a> </div>															
<div> <a href="#">Save Excel</a> <a href="#">Save PDF</a> <a href="#">Filters</a> <a href="#">Filter Applied!</a> </div>															

The student listing may be saved/exported in Excel or PDF formats by clicking on the buttons at the top or bottom left.

## Filters

1. Click on the Filters button at the top or bottom left.
2. You can filter the student list to view different groups as follows:
  - By accountable and/or tested
  - By first letter of last name
  - By grade level
  - By assessment/test type
  - By Lunch status
  - By Non-participation
  - By IEP
  - By EL/LEP
3. District level users will also be able to filter by schools within their district. School level users will only see their own school.

The screenshot shows a 'Filters' menu with a green header. The menu is organized into a grid of filter categories, each with a dropdown menu. The categories and their current selections are: Accountability: All Tested; Test Type: All Tests; District: \*; L. Name: \*; Grade: \*; School: \*; Lunch: \*; Non-Part: \*; IEP: \*; EL/LEP: \*. At the bottom of the menu are three buttons: Apply, Clear Filter, and Cancel.

Filters			
Accountability: All Tested	Test Type All Tests	District: *	
	L. Name *	Grade *	
Lunch: *	Non-Part: *	IEP: *	EL/LEP: *
Apply Clear Filter Cancel			

Select as many filters as you wish, and click Apply. To reset filter selections and start over, click the Clear Filter Selections button. Click the Cancel button to close the filter menu and return to the student list.

There are several accountability filters available:

- All Tested – **this is the default setting on the filter for rosters** - all students who were tested at this school/district, regardless of their accountability
- All Students – all students who were accountable and/or tested (for data review, this will be the default view)
- All Accountable – all students accountable to this school/district, regardless of their testing school
- Tested (Not Accountable) – all students who were tested at this school/district, and are accountable elsewhere
- Accountable (Not Tested) – all students who are accountable to this school/district, and were tested elsewhere
- Tested and Accountable – all students who were tested at this school/district, and are accountable to this school/district

If filters have been applied, the student listing will show a count of the students in the subgroup, and there will be a green onscreen indicator that filters have been applied. If the student listing is exported with filter(s) applied, the export will reflect those selections.

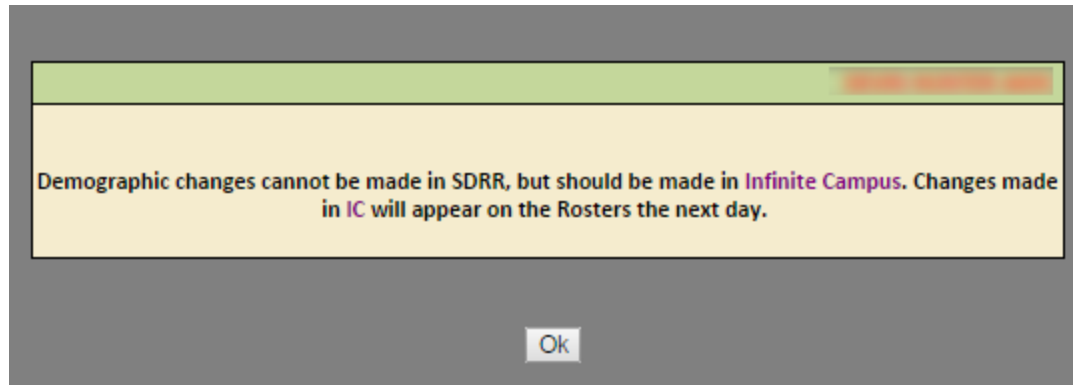
## Actions and When to Use

Change Accountable School	<ul style="list-style-type: none"> <li>• Student had 100 days enrollment (full academic year) at an A1 school other than the testing school in 2015-16, as of the first day of the 5-day spring summative testing</li> <li>• Student is enrolled in an alternative school or FMD program and is being tracked back to the A1 home school</li> <li>• Student is being coded to the state because he/she did not have 100 days enrolled in a single school or district, or had 100 days in a court-ordered/state agency-placed setting</li> <li>• Student is being coded to a district because he/she had 100 days in multiple A1 schools within the district, but could not have 100 days enrolled at any single school</li> <li>• If additional information is needed to determine appropriate accountability, please review the last two pages of this manual, or use the online tool at <a href="https://goo.gl/4T8EqR">https://goo.gl/4T8EqR</a></li> </ul>
Annotate and Delete from Roster	<ul style="list-style-type: none"> <li>• Student withdrew prior to the first day of the testing window</li> <li>• Student is not in the grade being assessed</li> </ul>
Mark as Non-participating	<ul style="list-style-type: none"> <li>• Student was actively enrolled, but did not complete the assessment for one of the allowable reasons</li> <li>• If student was enrolled on the first day of the testing window, but withdrew or was expelled without services</li> <li>• Do NOT mark students as Non-participating if they are repeating the grade or took the test last year. If students are enrolled in the testing grade, they should complete the assessment</li> </ul>
Annotate	<ul style="list-style-type: none"> <li>• Reminder for administrator of testing irregularity, including student work ahead or interruption of assessment for tornado or fire alarm; to denote accommodations given on the Medical Emergency Form; or for any other information that may be pertinent for this student</li> <li>• To indicate the reason before deleting a student from the roster</li> <li>• To indicate accommodations used for 504 Plan students (optional)</li> <li>• To retain a record of demographic changes made in Infinite Campus (optional)</li> <li>• Annotations are created automatically when a student record is added or deleted</li> <li>• Annotations are not used by OAA</li> </ul>

## Change Student Information

- All student information can be viewed on the Student Listing, but only a few fields may be changed in SDRR. Demographic information is being pulled from Infinite Campus on a nightly basis. If any of the following fields are incorrect in SDRR, changes should be made in IC.

- Name
- Grade
- SSID
- Date of Birth
- Gender
- Race/Ethnicity
- Lunch status
- IEP status
- EL/LEP status



- Changes made in IC should be reflected in SDRR the following day. If this is not the case, please double check the data in IC (run the LEP extract, IDEA Dec. 1 count extract, and/or FRAM Eligibility Report to identify problems that can be corrected in IC). If additional assistance is needed, e-mail the Enterprise Data–KSIS team at [kdedatarequest@education.ky.gov](mailto:kdedatarequest@education.ky.gov), providing detailed information, and they will assist you. They cannot assist with other SDRR questions, only with the IC data (listed above) that is extracted nightly.
- The only fields that can be changed in SDRR are: annotations, accountability, non-participation, and accommodations related to an IEP or Program Services Plan. Students may also be added to and deleted from the roster in SDRR.
- If Testing School is incorrect because a student has moved prior to the testing window, the student should be annotated and deleted from the roster. Testing school cannot be changed in SDRR.



## Rosters Student Listing

### All Tests

Double-click any field to edit...

Or

Accountable School ticket submitted successfully!

Total Students: 217

Delete Student	Annotation	Test	Full Name	Grade	SSID	DOB	Gender	Race/Eth	Accountable School	Testing School	Non Part	Waiver	IEP	EL/LEP	Accommodation
<input type="checkbox"/>	Yes	AEOC		12			F	Hisp: No Race: W	Adair County High School	Adair County High School	LOCKED	-	No	No	-
<input type="checkbox"/>	Yes	ACT		11			M	Hisp: No Race: B,W	Adair County	Adair County High School	-	Free	No	No	-
<input type="checkbox"/>	Yes	AEOC		11			M	Hisp: No Race: B,W	Adair County	Adair County High School	LOCKED	Free	No	No	-
<input type="checkbox"/>	Yes	UEOC		11			M	Hisp: No Race: B,W	Adair County	Adair County High School	-	Free	No	No	-
<input type="checkbox"/>	Yes	ACT		11			M	Hisp: No Race: W	N/A	Adair County High School	EC	Free	No	No	-
<input type="checkbox"/>	Yes	EEOC		11			M	Hisp: No Race: W	Anderson County High School	Adair County High School	-	Free	No	No	-
<input type="checkbox"/>	Yes	UEOC		11			M	Hisp: No Race: W	Anderson County High School	Adair County High School	-	Free	No	No	-
<input type="checkbox"/>	No	ACT		11			F	Hisp: No Race: W	LOCKED	Adair County High School	-	Paid	No	No	-

- Accommodations are marked as Yes or No – there is no need to indicate the specific accommodations used on the assessment. Students will have to be identified as having an IEP or PSP in IC (and will have to show as Yes in the IEP and/or EL/LEP column in SDRR) in order for accommodations to be marked as Yes.
- Please note that 504 status is not being collected, nor are any accommodations related to 504 status. Students with a 504 can use the allowed accommodations during assessment, but OAA does not have to report that information federally.
- 504 Plan accommodations can be annotated in SDRR for your records only. It is optional, not required.
- To change the available items onscreen, double click on the relevant field on the correct student's row, use the dropdowns or checkboxes to make changes (varies depending on the field being changed), and click the Submit button. Click the Cancel button to return to the Student Listing without making any changes to the student. Specific instructions are in each relevant section of this manual.
- Students with an open change request that has not been finalized yet will have LOCKED on that field. Users can double click on LOCKED to view, update, edit, or close the change request, and will also be able to navigate back to the Roster Student Listing.
- Once non-participation has been approved, the student will have N/A showing for accountability, as there is no accountable entity for a student who does not participate in the assessment.



## Non-participation Status

To mark a student (who was enrolled during the testing window, but did not take the assessment) as Non-participating:

- Double click on the student's row in the Non Part column on the Student Listing.
- Use the dropdown to select the appropriate reason, and complete the information requested onscreen. The information requested will vary by Non-participation type.

Non-Participation Reason for

Test Type: ACT

Non-Participation Type:

- \*\*Choose a Non-Participation Type\*\*
- Extraordinary Circumstances
- First Year EL/LEP Student
- Foreign Exchange Student
- Medical
- Student Absent on Test Date and Make-up Date
- Student Participates in Alternate Assessment
- Student withdrawn/expelled during testing window

No more information

Submit Cancel

If Extraordinary Circumstances is chosen, then requester must provide a detailed reason.

Examples:

- Student placed in protective custody
- Extreme trauma to student
- Parental kidnapping
- Death of a close family member

- Click on Submit at the bottom.
- Keep a copy of all documentation at the district for audit purposes.
- Please note that you can also remove any previously approved Non-participation by selecting [Remove Non-participation] from the dropdown list. This option is only available if the student has Non-participation that has been approved by OAA staff in SDRR.

## Change Accountable School

- Double click on the current accountable school for the student on the student listing.

Delete Student	Annotation	Test	Full Name	Grade	SSID	DOB	Gender	Race/Eth	Accountable School	Testing School	Non Part	Lunch	IEP	EL/LEP	Accommodation
	No	EXPL	ADAIR COUNTY MIDDLE SCHOOL	08	SUSANNAH ABRELL	04/05/2000	F	Hispanic No Race: W	Adair County Middle School	Adair County Middle School	-	Free	No	No	-

- If unsure how to correctly determine accountability, please use the online accountability tool at <https://goo.gl/4T8EqR>, review the flow charts on the last three pages of this manual, or click the “Need Help Determining Accountability?” link at the top of the change request form.
- Enrollment information may be confirmed in CIITS, which school and district staff should be able to access.
- Please be sure to select a school if that is the accountable entity, rather than only choosing the district. Students should be marked as accountable to an A1 school unless they had multiple enrollments within a district but did not have 100 days at a single school, or spent the entire year at a non-A1 school.
- If a student is being coded to a district rather than an A1 school, please select the appropriate district in the District dropdown, and the district name in the School dropdown.
- If a student is being coded to the state, please select State (at the top of the list) in the District dropdown.
- Once a district is selected, the school dropdown will populate, and will only include schools that include the grade of the student.

- Provide requested information onscreen, including the number of days enrolled or details of student being tracked back to the A1 home

school.

Accountable School for ELLA SUSANNAH ABRELL

[Need Help Determining Accountability?](#)

District: State

School: State

Enter Change Reason:

Please provide details to justify this accountability change, including number of days enrolled at all schools attended (available in CIITS). If student is attending a specialized program and being tracked back to the home school, please indicate...

Submit Cancel

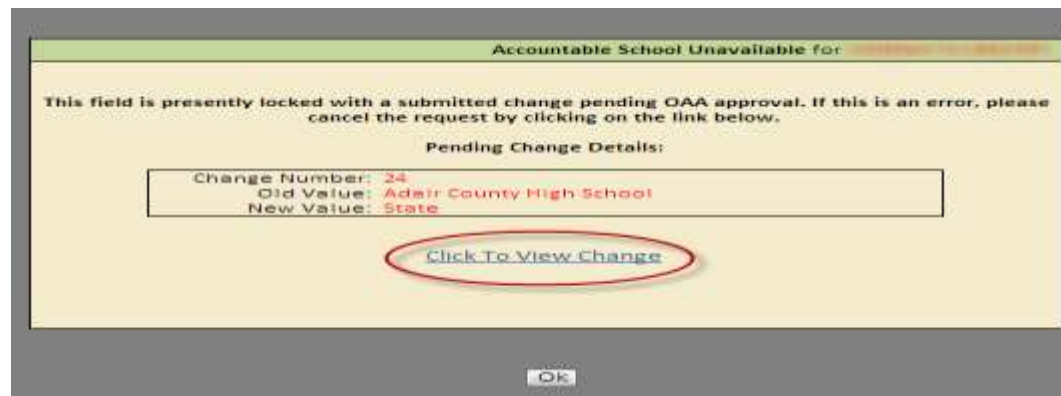
- Enrollment data is available in the Student Profile in CIITS (see screenshot below), if you have access to student level data. Please work with your IC and CIITS contacts to be assigned the correct roles. By default, all principals and teachers have access to student level data for their enrolled students.





- Click on Submit at the bottom of the form.
- The form will close, and you will see a brief flashing text notification of submission success at the top of the student listing.
- An accountability change has been requested. The accountable field on the student listing will show as LOCKED until the change request is resolved, and no additional changes can be made to this field until the change is finalized.

## Updating Change Requests


- Once a change has been requested, the field on the student listing will show as LOCKED until the change request is resolved. No new change requests can be made for this field until the current change request is finalized or cancelled. If the change request needs to be updated with additional information, edited, or cancelled, it can be accessed in three ways:
  - by clicking on the appropriate change request count on the home page (Total, New, Updated – Need Info, or Pending OAA Approval)
  - by clicking on Rosters Change Listing on the home page
  - by double clicking on the LOCKED field on the Student Listing, which brings up the information shown below



- Click on the circled link as shown above to update, change, or cancel the change request, or click on Ok at the bottom to return to the student listing.
- After clicking on Click To View Change as circled in red above, the information below will appear. Users can return to the student listing by clicking the link at the top. Update or edit the change request/provide information requested by OAA by clicking on the icon in the Details column, or cancel the request by clicking on the red X.


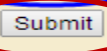
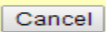
<a href="#">Return To Student Listing</a>									
Details	Cancel Change	Test Type	Full Name	Requester	Requesting Entity	Change Type	Submitted	Updated	Completed
		EXPL	ADAIR COUNTY HIGH SCHOOL	BetaTester	Adair County	Accountable School	9/5/2013 2:39 PM	-	

- Users can provide additional information as shown below, or can edit the request.

Ticket Information For :																				
Accountable School Change				Test Type: <b>PLAN</b>																
Changed To:	Changed From:	Change Request Date:	Change Approved Date:	Change Status:																
State - State	Adair County	9/3/2014 9:03:00		New																
Change Reason:																				
Provide Approval/Denial/Request more information reason here:																				
<div> Type additional information here and click the Submit button on the right, or click on the Edit button to change the original request. </div>																				
<div> <div> <input type="radio"/> Approved <input type="radio"/> Denied <input type="radio"/> More Info <div>  <b>Edit</b> </div> <div> <b>Submit</b> </div> </div> </div>																				
<div> <div> <div>Summary</div> <table border="1"> <tr> <td>Change # :</td> <td>579</td> <td>Req. Entity :</td> <td>State</td> <td>Created Date</td> <td>9/3/2014 9:03:00 AM</td> <td>Req. Id:</td> <td>Srineni</td> </tr> <tr> <td>Req. District :</td> <td>State</td> <td>Updated Date :</td> <td></td> <td>SSID :</td> <td>1957750894</td> <td></td> <td></td> </tr> </table> <div> <input type="button" value="Cancel"/> </div> </div> </div>					Change # :	579	Req. Entity :	State	Created Date	9/3/2014 9:03:00 AM	Req. Id:	Srineni	Req. District :	State	Updated Date :		SSID :	1957750894		
Change # :	579	Req. Entity :	State	Created Date	9/3/2014 9:03:00 AM	Req. Id:	Srineni													
Req. District :	State	Updated Date :		SSID :	1957750894															

## Editing Change Requests

- Open change requests can now be edited to alter what was originally requested.
- In the past the original change request had to be closed or denied, and a new change requested. Now, users can simply edit the change request to correct the accountable entity. For example, if state accountability was requested for a student and new information indicates that the student should be accountable to a school, the user will edit the change request instead of closing the original change request, or OAA denying the original change request.
- It is important to note that the Edit functionality can be used to change the accountable entity or change the non-participation type requested, however, it cannot change an accountability change request to a non-participation request or vice versa.
- This should greatly reduce the number of Denied change requests in the system, since school and district users will be able to change the request rather than closing it or OAA denying it. However, once a change request has been resolved (approved or denied), it can no longer be edited.

Ticket Information For :																							
<b>Accountable School Change</b>					<b>Test Type: EXPL</b>																		
Changed To:	Changed From:	Change Request Date:	Change Approved Date:	Change Status:	<input type="radio"/> Approved <input type="radio"/> Denied <input type="radio"/> More Info  																		
Adair County High School-Adair County	Barbourville City School	9/7/2013 2:04:00		UPDATED																			
Change Reason:																							
Provide Approval/Denial/Request more information reason here:																							
<table border="1"> <thead> <tr> <th colspan="6">Summary</th> </tr> </thead> <tbody> <tr> <td>Change # :</td> <td>124</td> <td>Req. Entity :</td> <td>State</td> <td>Created Date</td> <td>9/7/2013 2:04:00 PM</td> </tr> <tr> <td>Req. District :</td> <td>State</td> <td>Updated Date :</td> <td>5/23/2014 11:27:47 AM</td> <td>SSID :</td> <td>1960789251</td> </tr> </tbody> </table>						Summary						Change # :	124	Req. Entity :	State	Created Date	9/7/2013 2:04:00 PM	Req. District :	State	Updated Date :	5/23/2014 11:27:47 AM	SSID :	1960789251
Summary																							
Change # :	124	Req. Entity :	State	Created Date	9/7/2013 2:04:00 PM																		
Req. District :	State	Updated Date :	5/23/2014 11:27:47 AM	SSID :	1960789251																		
<div>  </div>																							



# Transfers

## Rosters Transfers

Transfer Information For:

District - Adair County

School - \*

Save Transfers In - Excel

Save Transfers Out - Excel

Save Transfers In - PDF

Save Transfers Out - PDF

Transfers In							
Student Name	SSID	Test Type	Transferring From	Transferring To	Requested By	Time Stamp	Exemption Status
ZACHARY Y ABBNEY	2120398751	KPRP	State	Adair County High School	srineni	8/7/2013 11:00:00 AM	EC
TAVA B ALLEN	2123581923	AEOC	Barbourville City School	Adair County High School	srineni	8/7/2013 1:19:00 PM	-
TAVA B ALLEN	2123581923	KPRP	Barbourville City School	Adair County High School	srineni	8/7/2013 1:19:00 PM	-
TAVA B ALLEN	2123581923	UEOC	Barbourville City School	Adair County High School	srineni	8/7/2013 1:19:00 PM	-
KAYLIN J BLACKSTONE	1960482935	AEOC	Barbourville City School	Adair County High School	srineni	8/7/2013 1:19:00 PM	-
KAYLIN J BLACKSTONE	1960482935	KPRP	Barbourville City School	Adair County High School	srineni	8/7/2013 1:19:00 PM	-
KAYLIN J BLACKSTONE	1960482935	UEOC	Barbourville City School	Adair County High School	srineni	8/7/2013 1:19:00 PM	-








Transfers Out							
Student Name	SSID	Test Type	Transferring From	Transferring To	Requested By	Time Stamp	Exemption Status
KAROLINE A ABBOTT	1982416058	KPRP	John Adair Intermediate School	State	FieldTester	8/7/2013 11:57:00 AM	-
BRYANT L ABNER	1960267983	AEOC	Adair County High School	Barbourville City School	srineni	8/7/2013 1:22:00 PM	-
BRYANT L ABNER	1960267983	KPRP	Adair County High School	Barbourville City School	srineni	8/7/2013 1:22:00 PM	-

- Click on the Rosters Transfers Listing link on the home page.
- A list of students transferred in and out of the school/district's accountability will appear.
- School level users will see their own school. By default, District level users will see all students accountable to any school or to the district, as indicated by the asterisk in the school dropdown. District users may also select a particular school or district-accountable students by using the dropdown at the top.
- The list of students who have been transferred in or out can be saved in Excel or PDF formats by clicking on the buttons at the top and bottom of the page.

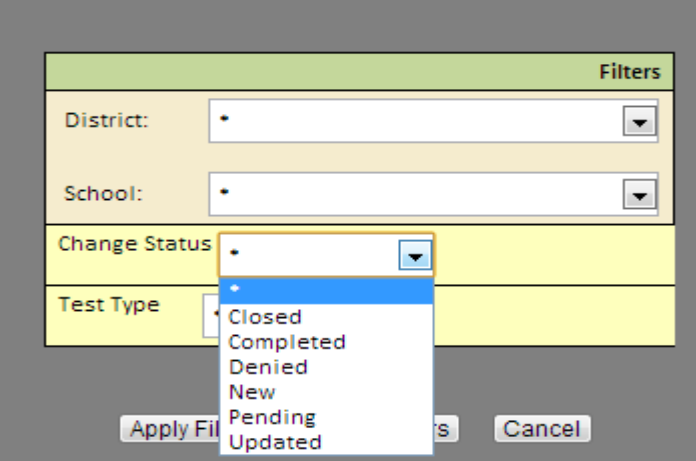


## Rosters Change Listing

- Click on Rosters Change Listing on the home page, or click on the appropriate link on the right side of the home page. The counts on the home page are clickable – for example, if the user clicks on the number for New or Updated – Need Info on the home page, that subset of change requests will appear onscreen.

Changes	
 Total : <a href="#">6</a>	
 New : <a href="#">3</a>	
 Updated - Need Info : <a href="#">0</a>	
 Denied : <a href="#">1</a>	
 Closed : <a href="#">0</a>	
 Approved : <a href="#">2</a>	
 Pending OAA Approval : <a href="#">0</a>	
<a href="#">[All Tests]</a> ▼	

- The default view on the Change Listing is Total – which includes all changes submitted for this school/district.
- You can filter the list to view the following change statuses:









































The image shows a 'Filters' form with the following fields:

- District: [Dropdown menu]
- School: [Dropdown menu]
- Change Status: [Dropdown menu with a list of options: Closed, Completed, Denied, New, Pending, Updated]
- Test Type: [Dropdown menu]

At the bottom of the form are two buttons: 'Apply Filters' and 'Cancel'.

- The asterisk (\*) includes all change statuses.

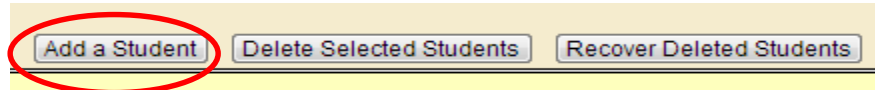
- On this screen, you can view the detailed information about the change request, see the status of your submitted changes, view/update the information on change requests, and cancel the change if needed.
- Changes can be cancelled by clicking on the red X by that student's name, if the change request has not been finalized yet.
- Click on the icon in the Details column to view, edit, or update the change request for this student. Only changes that have not yet been completed may be updated.

Rosters Change Listing									
Student Name, SSID, or Change Num							Search	Clear	
Details	Cancel Change	Test Type	Full Name	Requester	Requesting Entity	Change Type	Submitted	Updated	Completed
		EXPL	WHEEL, JESSICA SUZANNE	FieldTester	Adair County	Accountable School	9/9/2013 6:49 AM	9/9/2013 6:50:56 AM	9/9/2013 6:51 AM
		EXPL	WHEEL, JESSICA SUZANNE	SDRRTES	Adair County	NonParticipation	9/7/2013 11:14 AM	9/7/2013 11:16:24 AM	9/7/2013 11:17 AM
		EXPL	WHEEL, JESSICA SUZANNE	SDRRTES	Adair County	Accountable School	9/7/2013 11:14 AM	9/7/2013 11:16:29 AM	9/7/2013 11:16 AM
		PLAN	WHEEL, JESSICA SUZANNE	SDRRTES	Adair County	Accountable School	9/7/2013 11:12 AM	9/7/2013 11:16:20 AM	9/7/2013 11:16 AM
		EXPL	WHEEL, JESSICA SUZANNE	SDRRTES	Adair County	NonParticipation	9/7/2013 11:12 AM	9/7/2013 11:16:14 AM	9/7/2013 11:16 AM
		EXPL	WHEEL, JESSICA SUZANNE	SDRRTES	Adair County	Accountable School	9/7/2013 11:12 AM	9/7/2013 11:16:07 AM	9/7/2013 11:16 AM
		PLAN	WHEEL, JESSICA SUZANNE	SDRRTES	Adair County	Accountable School	9/7/2013 11:12 AM	9/7/2013 11:16:01 AM	9/7/2013 11:16 AM
		EXPL	WHEEL, JESSICA SUZANNE	SDRRTES	Adair County	NonParticipation	9/7/2013 11:11 AM	9/7/2013 11:15:56 AM	9/7/2013 11:16 AM
		EXPL	WHEEL, JESSICA SUZANNE	SDRRTES	Adair County	Accountable School	9/7/2013 11:11 AM	9/7/2013 11:16:50 AM	9/7/2013 11:16 AM
		EXPL	WHEEL, JESSICA SUZANNE	SDRRTES	Adair County	NonParticipation	9/7/2013 11:11 AM	9/7/2013 11:15:45 AM	9/7/2013 11:16 AM
		EXPL	WHEEL, JESSICA SUZANNE	SDRRTES	Adair County	Accountable School	9/7/2013 11:11 AM	9/7/2013 11:15:36 AM	9/7/2013 11:16 AM
		PLAN	WHEEL, JESSICA SUZANNE	SDRRTES	Adair County	Accountable School	9/7/2013 11:10 AM	9/7/2013 11:15:20 AM	9/7/2013 11:16 AM
		PLAN	WHEEL, JESSICA SUZANNE	SDRRTES	Adair County	IEP Accommodation	9/7/2013 11:10 AM	9/7/2013 11:10:03 AM	9/7/2013 11:10 AM
		PLAN	WHEEL, JESSICA SUZANNE	SDRRTES	Adair County	IEP Accommodation	9/7/2013 11:10 AM	9/7/2013 11:10:00 AM	9/7/2013 11:10 AM
		PLAN	WHEEL, JESSICA SUZANNE	SDRRTES	Adair County	Accountable School	9/7/2013 11:10 AM	9/7/2013 11:17:10 AM	9/7/2013 11:17 AM
		PLAN	WHEEL, JESSICA SUZANNE	SDRRTES	Adair County	NonParticipation	9/7/2013 11:10 AM	9/7/2013 11:17:04 AM	9/7/2013 11:17 AM
		PLAN	WHEEL, JESSICA SUZANNE	SDRRTES	Adair County	NonParticipation	9/7/2013 11:10 AM	9/7/2013 11:16:52 AM	9/7/2013 11:17 AM
		PLAN	WHEEL, JESSICA SUZANNE	SDRRTES	Adair County	Accountable School	9/7/2013 11:09 AM	9/7/2013 11:16:48 AM	9/7/2013 11:17 AM
		EXPL	WHEEL, JESSICA SUZANNE	FieldTester	Adair County	NonParticipation	9/7/2013 11:00 AM	9/7/2013 11:00:01 AM	9/7/2013 11:00 AM

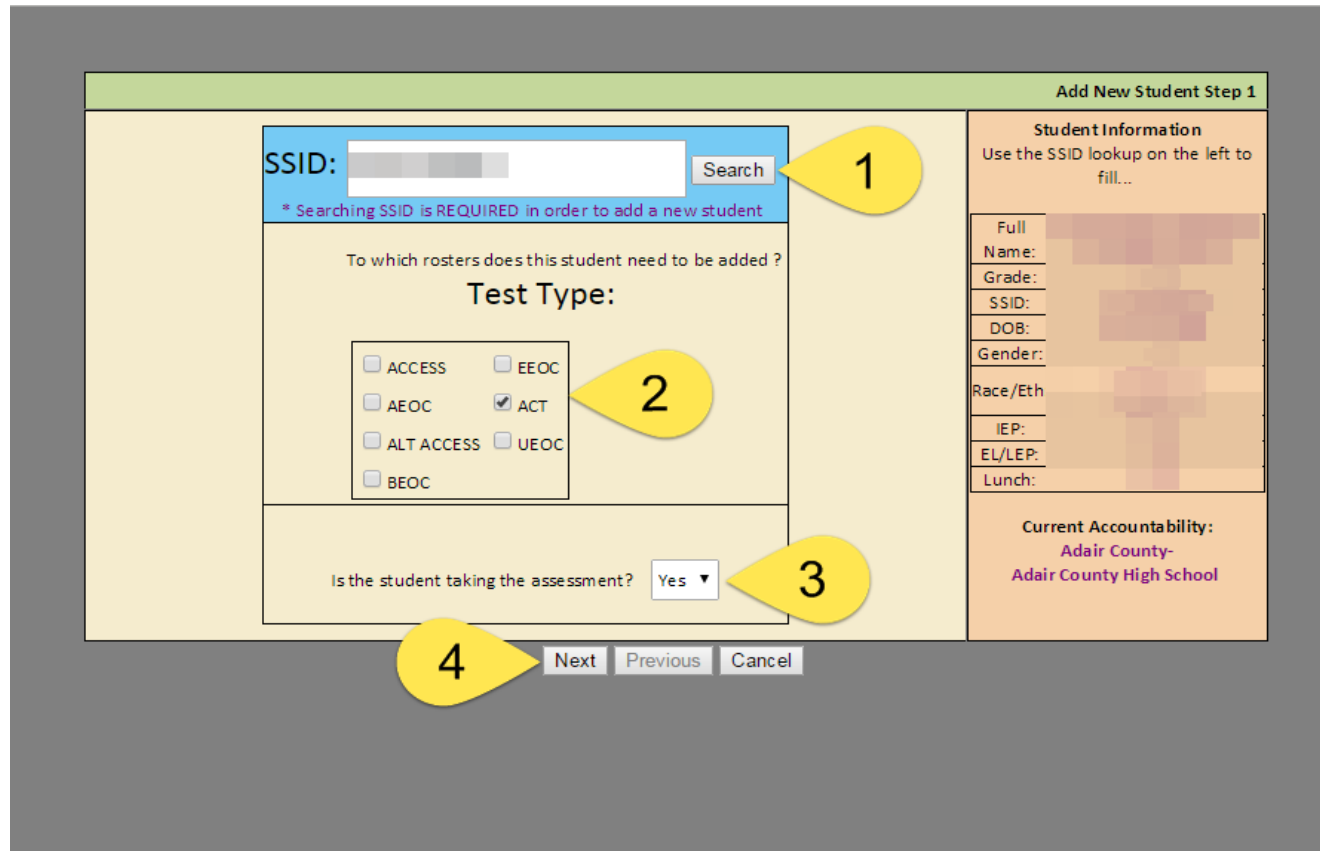
- If a change request has been denied, it will remain in the system so that we have a complete record. However, a new change may be made for the student, and OAA staff will be clear in stating why the change was denied. Users should review Denied requests to determine if further action is needed for the student. The denied change request will give an explanation for the denial and may include next steps for the user to complete.
- Users with district level access can view, update, edit, and close changes submitted by school level users.
- Users should review Updated – Need Info change requests – these are changes which cannot be approved without additional information from the school or district, as requested by OAA. If they are not resolved by the end of the roster window, they will be denied.

## Add a Student

Click on Add a Student at the bottom of the roster student listing.



1. Enter the student's SSID and click on Search (Step 1 below):



2. If the student is in Infinite Campus, the demographic information will be filled in automatically. If the student is not found by SSID, please double check to be sure the number is correct. If the student is a new enrollment in IC, the demographics will be available the following day. If the student is in the district edition of IC but cannot be found in SDRR, please e-mail [kdedatarequest@education.ky.gov](mailto:kdedatarequest@education.ky.gov) with detailed information about the missing student.

3. Select the test type from the dropdown list (Step 2 on the previous screenshot), and continue to follow the prompts onscreen.
4. Use the dropdown to indicate whether the student is taking the assessment (Step 3 on the previous screenshot). If Yes, click on the Next button. If No, non-participation may be requested. If the non-participation is approved by OAA, accountability will show as N/A on the roster. It's not necessary to request both a change in accountability and non-participation. If the non-participation request is denied by OAA, accountability will revert to the testing school, and that change will need to be requested later, after the non-participation request is resolved.
5. If No is selected on the previous screen (if the student is not participating in the assessment), use the dropdown to select the reason for non-participation, and fill in the information to support the request, as shown below.

**Add New Student Step 2**

**Optional - Enter Non-Participation Information for...**

If the non-participation request for this student is APPROVED, the accountability will be N/A. If the non-participation request is DENIED, the accountability will be assigned to the testing school. If that is incorrect, you will need to request that change, after the non-participation request is resolved.

Non-Participation Type:

Extraordinary Circumstances ▼

Please enter information below for the Extraordinary Circumstances.

Type in the relevant, detailed information in this text box, then click Next below.

Next Previous Cancel

6. Select the testing school if needed. This will fill in automatically for school users. If the user has district-level access, a Testing School must be selected using the dropdown. Select the testing school, if needed, and click on Submit.

**Add New Student Step 3**

Enter testing information for...

Testing District: Adair County ▼

Testing School: \* ▼

Should the student be accountable elsewhere? No ▼

Accountable District: \* ▼

Accountable School: \* ▼

**Enter Change Reason:**

\* You only need to enter accountable school if different than the testing school

Please provide details to justify this accountability change, including number of days enrolled at all schools attended (available in CIITS). If student is attending a specialized program and being tracked back to the home school, please indicate...

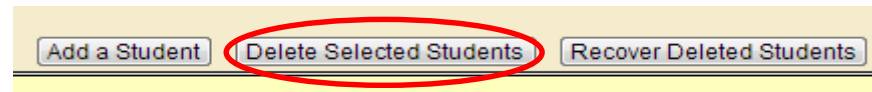
Submit Previous Cancel

7. If the testing school is not in the dropdown list, please email [kdeassessment@education.ky.gov](mailto:kdeassessment@education.ky.gov).
8. If the student is testing at the school but should be accountable elsewhere, that can also be requested at the same time the student is added.
9. When all necessary information has been entered for the student, click on Submit at the bottom of the form.
10. Added students will now appear on the roster with an annotation that indicates when and by whom they were added to the roster.
11. Accountability changes and non-participation require OAA approval, and the student will show as LOCKED in the accountability and/or non-participation column(s) on the student listing until the change request is resolved.

## Delete Student(s)

To delete a student or group of students from the testing roster:

- Annotate student to indicate why the record is being deleted.
- Click in the checkbox to the left of the name of the student(s) that should be deleted.
- Once all students to be deleted have been selected on the current page, click the Delete Selected Students button at the bottom of the screen.



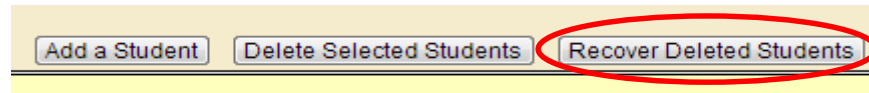
- Students can only be deleted from one page at a time.
- Some students, as shown below, do not have a checkbox. This is because the student was tested at another school, and only the testing school can delete a student record. If the accountability is incorrect, the accountable school may request a change but may not delete the record.

Delete Student	Annotation	Test	Full Name	Grade	SSID	DOB	Gender	Race/Eth	Accountable School	Testing School	Non Part	Lunch	IEP	EL/LEP	Accommodation
<input checked="" type="checkbox"/>	No	PLAN	CHANDLER, KATHLEEN ANN	10	1000000000	07/06/1998	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	Free	No	No	-
<input checked="" type="checkbox"/>	No	PLAN	CHANDLER, KATHLEEN ANN	10	1000000000	08/18/1998	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	Free	No	No	-
<input checked="" type="checkbox"/>	No	PLAN	CHANDLER, KATHLEEN ANN	10	1000000000	12/23/1997	M	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	No	-
<input type="checkbox"/>	No	PLAN	CHANDLER, KATHLEEN ANN	10	1000000000	06/30/1997	M	Hisp: No Race: W	Adair County High School	Taylor County High School	-	Free	Yes	No	No
<input checked="" type="checkbox"/>	No	PLAN	BROWN, DAVID ALLEN	10	1000000000	03/30/1998	M	Hisp: No Race: W	Adair County High School	Adair County High School	-	Reduced	No	No	-

It is crucial that students who withdraw before the testing window or are not in the grade being assessed are annotated and deleted from the roster. Later during data review, students cannot be deleted but must be marked as non-participating instead. OAA appreciates school and district staff's work in ensuring that we have the most accurate rosters possible.

## View/Recover Deleted Students

- Click on Recover Deleted Students at the bottom of the screen.



- You can restore individual students back to the roster by clicking the checkboxes to the left of the student name, and clicking Yes to indicate that you wish to recover the selected students to the roster. Click on No to return to the roster student listing without recovering any students.

Recover Deleted Students

SSID:  Last Name:  First Name:

Recover Student	Test	Full Name	Grade	SSID	DOB	Gender	Testing School
<input type="checkbox"/>			12			M	Western High School
<input type="checkbox"/>			10			M	Ballard High
<input type="checkbox"/>			12			M	Breckinridge Metropolitan High
<input type="checkbox"/>			11			F	Southern High School
<input type="checkbox"/>			03			M	Shacklette Elementary
<input type="checkbox"/>			06			F	Stuart Middle

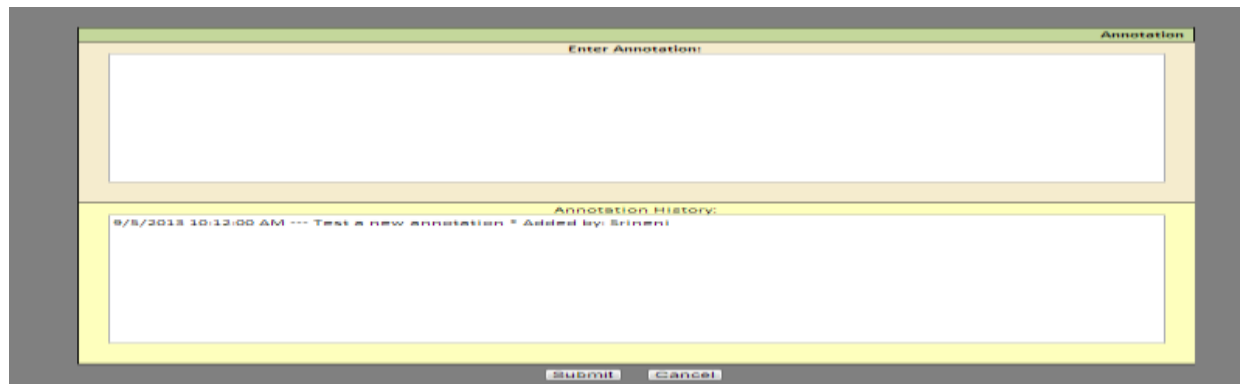
1 2 3 4 5 6 7 8 9 10 ...

Do you wish to Recover the selected students to the Roster?

- Note that the deleted student list defaults to sort by last name, A-Z. Users may click on the header (Full Name) to sort Z-A. Users can also search by SSID, first name, or last name.

## Annotations

- Double click on Yes or No in the student's row in the Annotation column. The Yes or No text is the indicator for whether a student has an annotation already in the record.
- Click in the upper text area (under Enter Annotation), and type the information. The annotation field can be used to provide additional details about a non-participation request for school/district records, as well as other information. The lower text area (under Annotation History) shows any other annotations that have been made for the student, and cannot be edited. The annotation field should not be used to provide OAA with information about accountability changes or non-participation requests, as it is not reviewed by OAA staff.

The screenshot shows a web-based form for adding annotations. It has a light green header bar with the text "Enter Annotation:" on the left and "Annotation" on the right. Below the header is a large white text area for entering the annotation. Underneath this is a yellow bar with the text "Annotation History:". Below the yellow bar is another white text area showing a sample history entry: "9/8/2013 10:12:00 AM --- Test a new annotation \* Added by: Srineni". At the bottom of the form are two buttons: "Submit" and "Cancel".

- Click Submit at the bottom to save your comments.
- Students with annotations will have Yes in the annotation column in the student list. Students who have been added to the roster will have an annotation indicating when and by whom they were added.
- Annotations may be used for items such as:
  - Reminder of testing irregularity - this may include student work ahead, interruption of assessment for tornado or fire alarm, etc.
  - Denote accommodations given on the Medical Emergency Form.
  - Denote accommodations given to students with a 504 Plan.
  - Any other information that may be pertinent for this student that school/district wishes to record.
  - Before deleting a student record.
- Multiple annotations may be made if needed. Annotations may not be edited or deleted.
- Users may download a copy of the student roster with annotations included for a complete record.
- Annotations do not follow if a student moves to another district.



## Export to Excel or PDF

Home > Rosters Change Listing Logged in as: [FieldTester] -- Logout

**Rosters Change Listing**

Details	Cancel Change	Test Type	Full Name	Requester	Requesting Entity	Change Type	Submitted	Updated	Completed
		EXPL	[REDACTED]	FieldTester	Adair County	Accountable School	9/5/2013 3:24 PM	9/5/2013 3:24:37 PM	9/5/2013 3:25 PM
		EXPL	[REDACTED]	BetaTester	Adair County	Accountable School	9/5/2013 3:24 PM	-	-
		PLAN	[REDACTED]	FieldTester	Adair County	Accountable School	9/5/2013 3:24 PM	9/5/2013 3:24 PM	9/5/2013 3:20 PM
		EXPL	[REDACTED]	FieldTester	Adair County	Accountable School	9/5/2013 3:24 PM	9/5/2013 3:24 PM	9/5/2013 3:20 PM
		PLAN	[REDACTED]	FieldTester	Adair County	Accountable School	9/5/2013 3:24 PM	9/5/2013 3:24 PM	9/5/2013 3:20 PM
		EXPL	[REDACTED]	FieldTester	Adair County	Accountable School	9/5/2013 3:24 PM	9/5/2013 3:24 PM	9/5/2013 3:20 PM
		EXPL	[REDACTED]	FieldTester	Adair County	Accountable School	9/5/2013 3:24 PM	9/5/2013 3:24 PM	9/5/2013 3:20 PM
		PLAN	[REDACTED]	FieldTester	Adair County	Accountable School	9/5/2013 3:24 PM	9/5/2013 3:24 PM	9/5/2013 3:20 PM
		EXPL	[REDACTED]	FieldTester	Adair County	NonParticipation	9/5/2013 11:00 AM	-	-
		PLAN	[REDACTED]	FieldTester	Adair County	Accountable School	9/5/2013 11:00 AM	9/5/2013 11:01:06 AM	9/5/2013 11:01 AM
		EXPL	[REDACTED]	FieldTester	Adair County	LEP Accommodation	9/5/2013 11:00 AM	9/5/2013 10:59:48 AM	9/5/2013 11:00 AM
		PLAN	[REDACTED]	FieldTester	Adair County	LEP Accommodation	9/5/2013 11:00 AM	9/5/2013 10:59:43 AM	9/5/2013 11:00 AM
		PLAN	[REDACTED]	FieldTester	Adair County	Accountable School	9/5/2013 10:29 AM	9/5/2013 1:10:23 PM	9/5/2013 1:10 PM

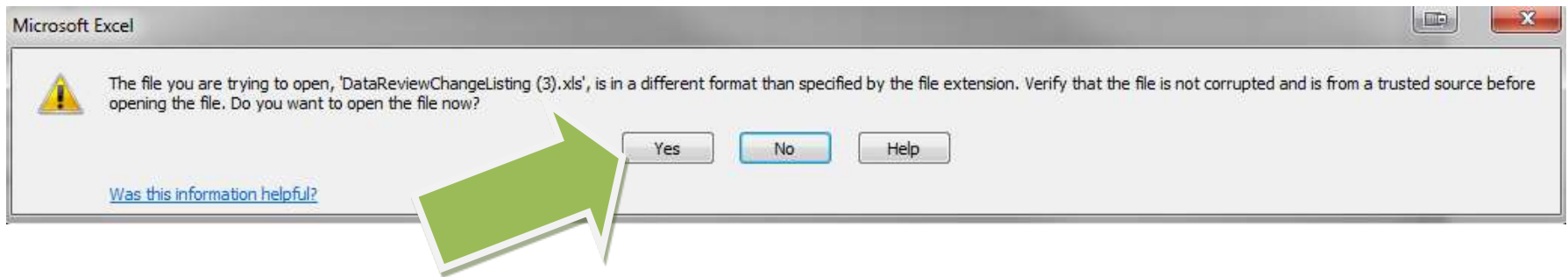
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Both the change listing (Excel or PDF formats) and the student listing (Excel format) may be exported, and filters may be applied prior to exporting if needed.

**IMPORTANT NOTE:** The Excel and PDF exports are provided as a convenience to school and district staff, and are intended to be used in identifying students whose information is incorrect and to provide information about changes. Making changes to an exported file will NOT result in SDRR changes. Requests for SDRR changes MUST be made online in the application.

OAA is seeking input from users for improvement. Please e-mail [kdeassessment@education.ky.gov](mailto:kdeassessment@education.ky.gov) with any suggestions for improvement.

If you have Excel 2007 or later, you may see the following message when the file is opening:



Click on Yes to open the file. If you save the file as an Excel 1997-2003 workbook, you should no longer see this message.

## FAQ (Frequently Asked Questions)

- Q.** The field says LOCKED for this student, but I need to change it or add more information. Can you unlock it so that I can edit/update it?
- A** Double click on the LOCKED text on the student listing and you can open the change request to edit or update it. You can also edit change requests from the rosters change listing. Alternatively, from the home page, click on the number of Updated – Need Info or Pending change requests, and you can get to your open changes.
- Q** The IEP, EL/LEP, or lunch status for a student is correct in IC, but it is not showing up in SDRR. What do I do?
- A** Please e-mail [kdedatarequest@education.ky.gov](mailto:kdedatarequest@education.ky.gov) with detailed information and they will assist with the IC data.
- Q** Can I just copy and paste the enrollment information from IC to show that this student was at my school for less than 100 days?
- A** No, please provide the number of days at each school, which is available in CIITS, or by contacting previous schools/districts. You will need to indicate where the student should be accountable, not just that they are not accountable to your school.
- Q** This student was with us for only 37 days. Can we remove them from our accountability?
- A** You can submit a change request in SDRR to change the accountable entity to the appropriate A1 school, a district, or the state. Remember that just because a student is not accountable to your school, it does not mean that he/she is accountable to the school in which he/she came from previously. That is only true if he/she had 100 days enrolled there. Please confirm his/her enrollment history in CIITS to determine the correct accountability. Enrollment is on the student tab, if the user has access to student level data.
- Q** This student was enrolled at the alternative school in our district. The student should not be coded to the A1 school.
- A** That depends on how he/she was placed there. If the student had 100 days at your school before being placed at the alternative school, the student is accountable to your school. If the student was not court ordered or state agency placed at the alternative school, the student tracks back to the A1 home school if they had any A1 enrollment. If the student did not have a single day enrolled at an A1 school, they are accountable to the district they would have attended. If the student was court ordered or state agency placed and had less than 100 days enrolled in an A1, the student is accountable to the state.
- Q** A student attends KSD, KSB, Gatton Academy, Craft Academy, or iLead Academy and has never attended our school. Should he/she be accountable somewhere else?
- A** Students at these schools track back to the A1 home school they would have attended if not in a specialized placement.
- Q** The student was at a school for more than 100 days but the school is not listed on the dropdown. Do I code him/her to that district instead?
- A** Did the student attend an alternative school that was court ordered or state agency placed? Examples include: Ramey-Estep in Boyd County, Foothills Academy in Clinton County, Dessie Scott in Wolfe County, Otter Creek in Wayne County, Boy's Haven in Jefferson County, among others. The student would not be accountable to that district, but to the state. Please confer with the DAC in that county to confirm.

- Q** Do I mark a student as non-participating (withdrawn or expelled) if he/she withdrew before the testing window?
- A** Please annotate and delete the student from the roster, if he/she was not enrolled on the first day of the testing window.
- Q** I have a student who was enrolled at Day Treatment in my district all year. Where should the student be coded?
- A** It depends on how the student was placed there. If the student was court ordered or state agency placed, he/she should be coded to the state. If not, the student is accountable to the A1 home school he/she would have attended if not in the alternative program, unless the student did not have one day enrolled at an A1 this year. Please indicate this information when requesting a change to the accountability, and note that it is not possible to determine if the student had any A1 enrollment until after the end of the school year.
- Q** I have a student who has only been enrolled with us for 90 days as of the ACT test date. Should I make him/her accountable to the state?
- A** Accountability for ACT is based on 100 days enrollment as of the first day of the 5-day spring testing window. In situations where a student may not have reached 100 days yet, the student should remain on your accountability under the assumption they will have 100 days by spring testing. If they withdraw and have less than 100 days as of that date, it can be corrected during spring rosters or the data review period for ACT.
- Q** A change request was denied for a student, but I made another change for him/her. Why is the denied change request still showing in SDRR?
- A** All change requests are retained in the system for a complete history of change requests made for the student. OAA is working to find the best way to let users indicate for their own records that denied changes have been appropriately handled. We welcome input from school and district staff regarding this issue via email, at [kdeassessment@education.ky.gov](mailto:kdeassessment@education.ky.gov).
- Q** Where do I mark accommodations for 504 Plan students?
- A** This information does not have to be federally reported, so OAA does not collect it. The student can take the assessment with the allowed accommodations, but we do not need 504 information reported in SDRR. It can be annotated for your records only.
- Q** What do I do if a student withdrew during the testing window?
- A** Under non-participation, mark withdrawn and enter the date. Make sure that IC shows the correct withdrawal date.
- Q** I have a student through credit recovery who went from tenth to twelfth grade and didn't get to take The ACT.
- A** This student would not take The ACT, but could show college/career readiness by taking The ACT on a national test date, or by taking Compass or KYOTE during their twelfth grade year.
- Q** Does an eleventh grade student who repeats the grade take The ACT again?
- A** Yes, if a student repeats the grade then the student repeats the assessment.

- Q** What do I do if a student is absent on the initial and make up dates for The ACT?
- A** File a non-participation request in SDRR (absent on initial and make up dates), but do not delete the student from the roster.
- Q** I have a foreign exchange student who wants to take the ACT. Is she allowed to take it?
- A** She cannot take The ACT with the state; she may take the National ACT at her own expense.
- Q** I have a student who has moved around a lot and through taking some online classes is now a senior, but he did not take the ACT his junior year. Can he take the ACT this year?
- A** The student is a senior; the student does not take The ACT. The student should take KYOTE or COMPASS.
- Q** I have some migrant students. Do they take the ACT?
- A** If the students are enrolled and classified as juniors in Infinite Campus on test day, they should take The ACT.
- Q** I have a student who is home recovering from surgery and I don't know if the student will return before initial test date. She hasn't completed the pretest paperwork. Can she test if she shows up on test day? If she comes back before make-up day, can she complete the pretest paperwork then?
- A** The student cannot take the test portion of The ACT without completing the non-test portion prior to the day of testing. If the student returns to school in time to complete the pretest paperwork before initial test day, then the student can take The ACT on initial test day. If the initial test day has passed and the student returns to school in time to complete the pretest paperwork before make-up day, then the student can take The ACT on make-up day.
- Q** I have a student who was recently released from the hospital and is at home recovering. I don't expect him to return to school until after make-up day. May I test this student at his home?
- A** You may submit an off-site testing proposal to ACT requesting to test the student at home. If ACT approves, you may test the student at home. There is a deadline for requesting this arrangement, however, and if that deadline has passed, you cannot test the student at home and should complete a nonparticipation request in SDRR.
- Q** I have two students who are expelled. They are not allowed on campus—neither on initial ACT test date nor on make-up day. How do I address this?
- A** If the students are not allowed on campus without exception, and if they do not pose a threat, you may test them at the District Board of Education Office. If that is not possible, you should request a nonparticipation request based on their expulsion.
- Q** I have a student who has moved around a lot and through taking some online classes is now a senior, but he did not take the ACT his junior year. Can he take the ACT this year?
- A** The student is a senior; the student does not take The ACT. The student should take KYOTE or COMPASS.

**Q** I have a large number of Hispanic students in my district. Is there a Spanish version of the ACT?

**A** The ACT is only available in English.

**Q** I have a student who transferred to my district from another district. The original district received ACT-approved accommodations materials for the student. May I use those materials? (The window has since closed for requesting materials from ACT.)

**A** You have several options:

- The student can test with you (standard-without accommodations) and receive a college reportable score.
- The student can test with you (state accommodations) and receive a non-college reportable score. Non-college reportable materials must be used.
- The student may take the test in the county where his ACT-approved accommodations materials are located and receive a college reportable score.

**Q** What resources are available for SDRR?

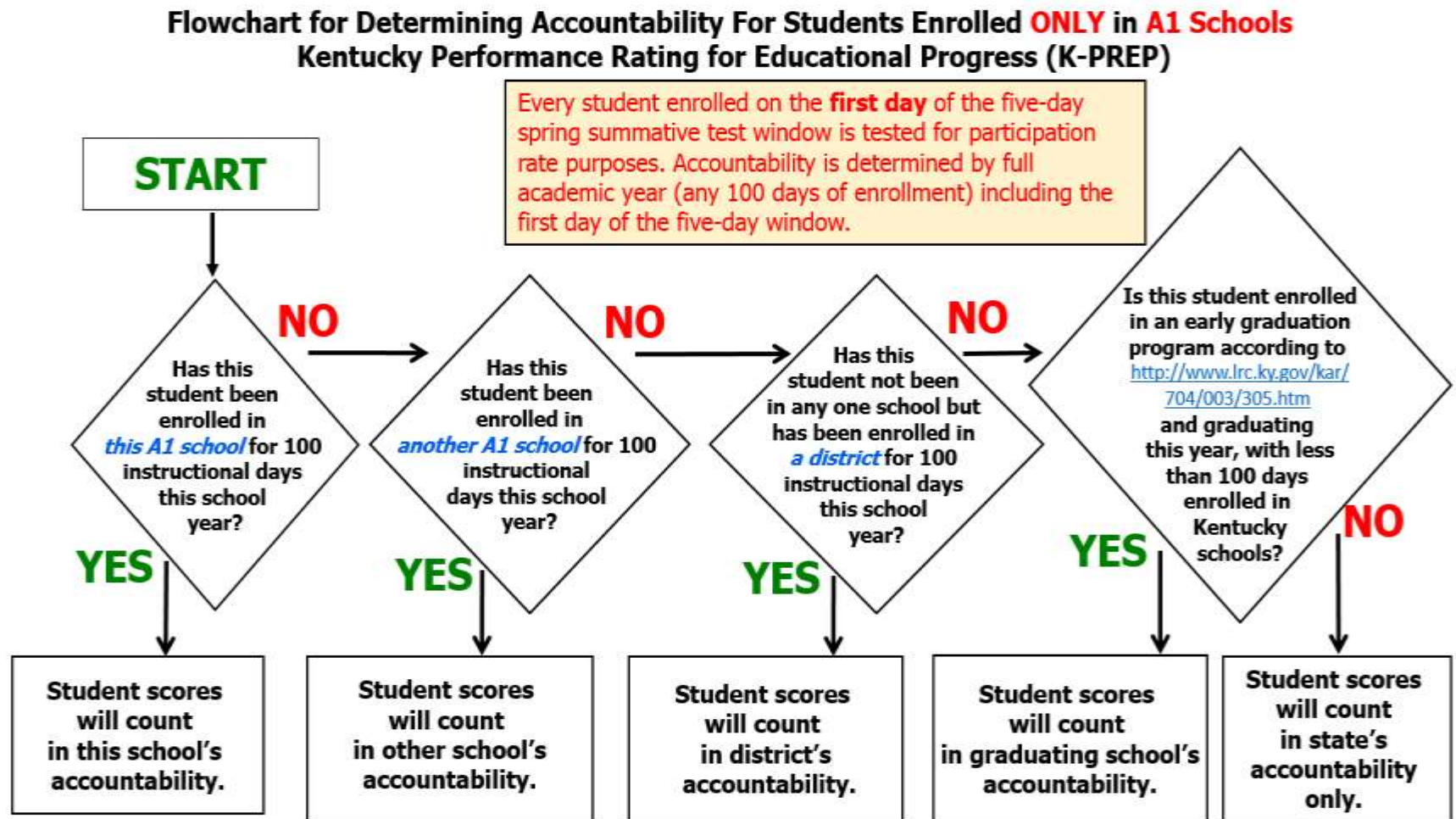
**A** There is a manual and short how-to videos. Links to these can be found in the Announcements box on the home page of SDRR and on the KDE website under SDRR. There is also an online help tool which is linked in a large red button at the top right of every page.

**Q** I have another question that is not answered in this manual.

**A** If there is a question about assessment policies or procedures, please e-mail [dacinfo@education.ky.gov](mailto:dacinfo@education.ky.gov). If you are not sure how to determine accountability, please review the accountability flow charts at the end of this manual, or use the tool at <https://goo.gl/4T8EqR>. If there are SDRR log in issues, contact your district WAAPOC. To report application errors (bugs), e-mail [ketshelp@education.ky.gov](mailto:ketshelp@education.ky.gov). For assistance with IC data, e-mail [kdedatarequest@education.ky.gov](mailto:kdedatarequest@education.ky.gov). For other issues not covered above, e-mail [kdeassessment@education.ky.gov](mailto:kdeassessment@education.ky.gov).

## Determining Accountability

OAA has created an online tool to assist in determining correct accountability. It can be accessed at <https://goo.gl/4T8EqR>, and is also available in SDRR as a link on the form to change accountability for a student, as well as linked from the Help menu.

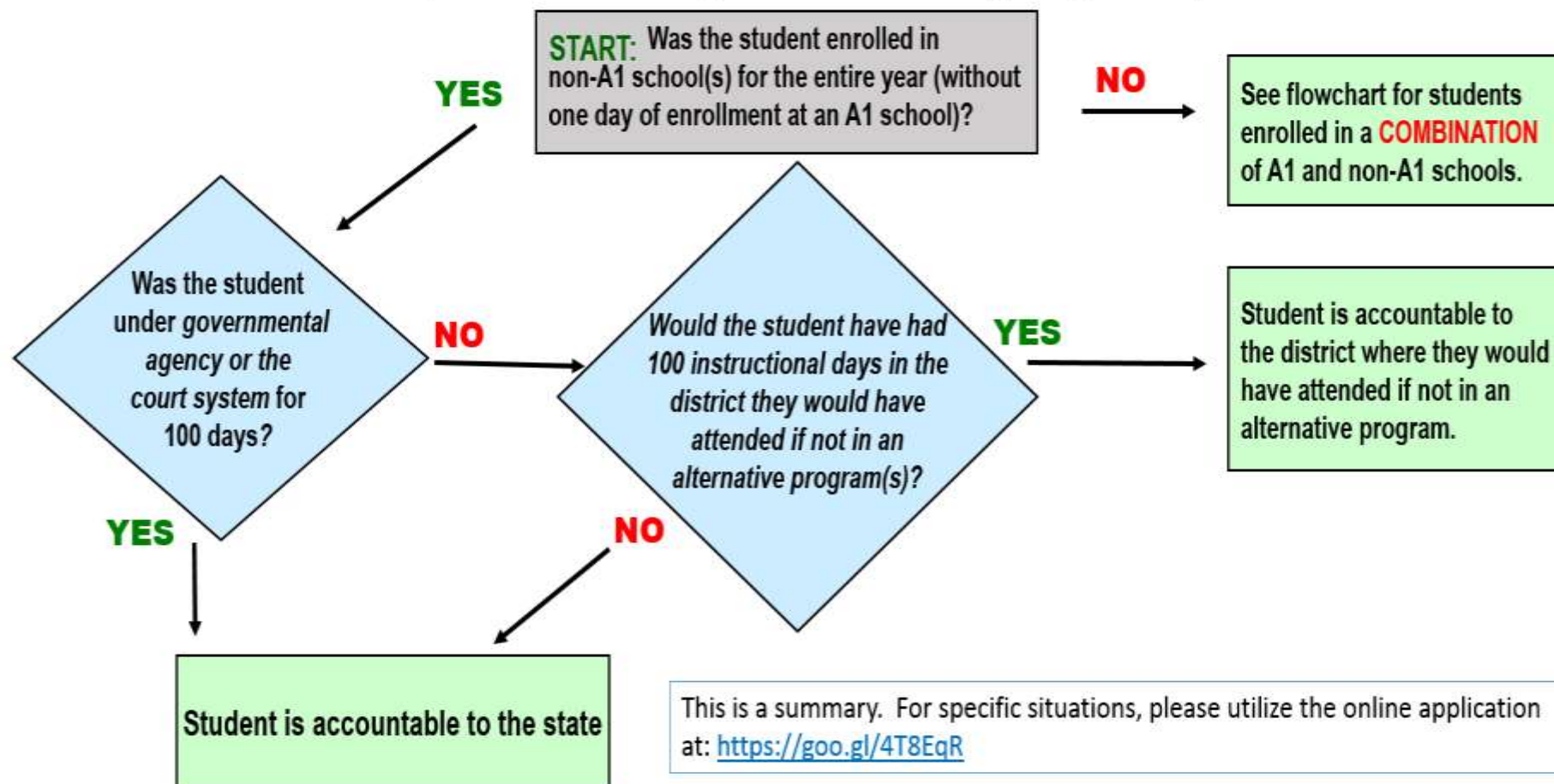


KDE:OAA:DSR: 2/5/2016

This is a summary. For specific situations, please utilize the online application at:  
<https://goo.gl/4T8EqR>



**Flowchart for Determining Accountability For Students Enrolled **ONLY** in **Alternative Programs**  
Kentucky Performance Rating for Educational Progress (K-PREP)**

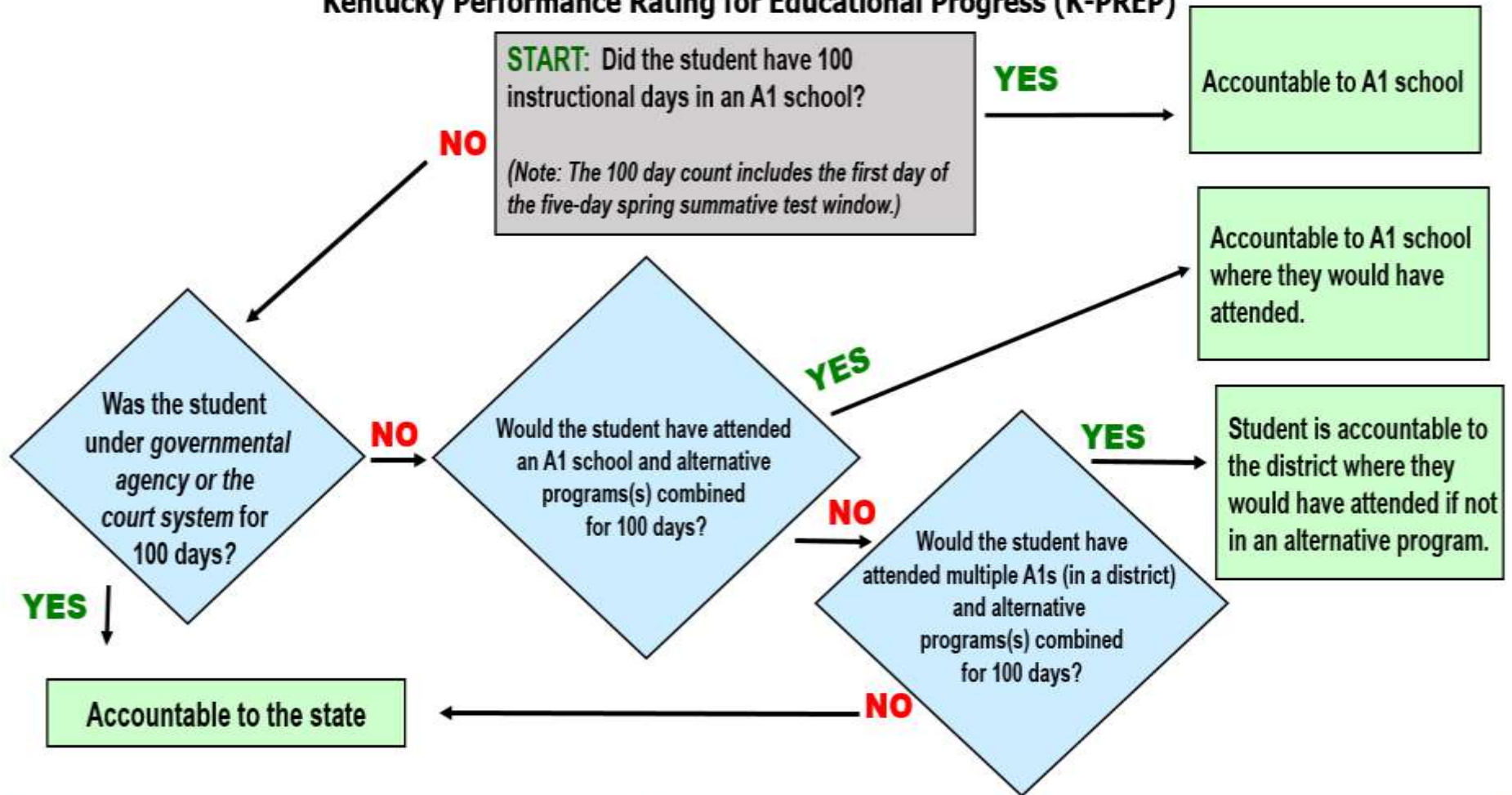


KDE:OAA:DSR: 2/5/2016

Note: A student at Kentucky School for the Blind, Kentucky School for the Deaf, Gatton Academy, Craft Academy, or iLead Academy tracks back to the A1 school that he or she would have attended if not in the alternative program.



## Flowchart for Determining Accountability For Students Enrolled in a **COMBINATION** of **A1 & Alternative Programs** Kentucky Performance Rating for Educational Progress (K-PREP)



This is a summary. For specific situations, please utilize the online application at: <https://goo.gl/4T8EqR>

KDE:OAA:DSR: 2/5/2016

Note: A student at Kentucky School for the Blind, Kentucky School for the Deaf, Gatton Academy, Craft Academy, or iLead Academy tracks back to the A1 school that he or she would have attended if not in the alternative program.